Format specifications: 1999 Annual Survey of Manufactures - Form MA-1000

Your spreadsheet application must be capable of saving a file as a tab or comma-delimited text file (most spreadsheets, including Excel and Quattro Pro can; Lotus users may need to incorporate a script or macro to accomplish this). Please remember that you can import data in passes, but you must still retain the unique primary key - Census File Number field - and fill in the rows of the spreadsheet as appropriate.

Instructions:

There are two spreadsheet formats for importing data into the 1999 Annual Survey of Manufactures:

1.	**Establishment data spreadsheet** that covers Items 1-8 and Item 10 for each plant.
2.	**Product code spreadsheet** that covers Item 9 (value of products shipped) for each plant.

The first column is the Census File Number (CFN), which is used as the unique primary key to import the establishment data.

The remaining columns must be in exact order indicated by the following tables. If you are using an existing spreadsheet, you may need to move the columns around to match this order.

Calculated fields, such as sums (marked with a **NOTE**) are optional. If you do not import these fields, the software will automatically calculate the value.

Items 1-8 and Item 10 - Establishment data spreadsheet - column format:

Column/ Keycode	Field Name	Description	Maximum Length
A	CFN	Unique primary key (Census File Number)	10
B	EIN	Employer Identification Number	9
C	Name1	Name of the establishment	36
D	Name2	Second line name of the establishment	27
E	Street	Physical location of establishment	36
F	City	City in which establishment is located	20
G	State	State in which establishment is located - must be entered in uppercase (ALL CAPS)	2
H	Zip	Zip code in which establishment is located	9
I	County	County in which establishment is located	20
J	Year Moved	Year moved to new location	2
K	1 = Yes 2 = No	Is this establishment physically located within the legal boundaries of the city, town, village, etc., indicated in column F?	1

Item 2				
L 301	March 12 employment	Number of **production workers** during pay period including the 12th of March (full and part-time employees)		9
M 302	May 12 employment	Number of **production workers** during pay period including the 12th of May (full and part-time employees)		9
N 303	August 12 employment	Number of **production workers** during pay period including the 12th of August (full and part-time employees)		9
O 304	November 12 employment	Number of **production workers** during pay period including the 12th of November (full and part-time employees)		9
P 305	Sum of Employment	**Note: Software automatically sums columns L-O.**		9
Q 306	Average Number of Employees	**Note: Software automatically divides column P by 4.**		9
R 307	All other employees	Pay period including March 12		9
S 308	Total	**Note: Software automatically sums columns Q-R.**		9
Item 3A				
T 309	Annual Payroll	Production workers' wages		9
U 310	Annual Payroll	All other salaries and wages		9
V 311	Total Annual Payroll	**Note: Software automatically sums columns T and U.**		9
Item 3B				
W 315	First Quarter Payroll	Total payroll for the first quarter (January-March)		9
Item 3C				
X 314	Employer's cost for Fringe Benefits	Total legally required and payments for voluntary programs		9
Item 4				
Y 320	Plant hours worked by production workers (Annual)	Include all hours worked or paid for, except hours paid for vacations, holidays, and sick leave.		9
Z 230	1 = Yes 2 = No	Are inventories of this establishment subject to LIFO method of valuation?		1

Item 5			
AA 335	Inventories of this establishment at the end of 1999	Finished goods	9
AB 336	Inventories of this establishment at the end of 1999	Work-in-process	9
AC 337	Inventories of this establishment at the end of 1999	Materials, supplies, fuels, etc.	9
AD 338	Total Inventories	**Note: Software automatically sums columns AA, AB, and AC.**	9
AE 368	Of the value in column AD, report:	Amount not subject to LIFO costing	9
AF 369	Of the value in column AD, report:	Amount subject to LIFO costing (gross)	9
AG 370	Report the following applicable to column AF:	Amount of the LIFO reserve	9
AH 371	Report the following applicable to column AF:	LIFO value (of column AF - net)	9
AI 331	Inventories of this establishment at the end of 1998	Finished goods	9
AJ 332	Inventories of this establishment at the end of 1998	Work-in-process	9
AK 333	Inventories of this establishment at the end of 1998	Materials, supplies, fuels, etc.	9
AL 334	Total Inventories	**Note: Software automatically sums columns AI, AJ, and AK.**	9
AM 364	Of the value in column AL, report:	Amount not subject to LIFO costing	9
AN 365	Of the value in column AL, report:	Amount subject to LIFO (gross)	9
AO 366	Report the following applicable to column AN:	Amount of LIFO reserve	9
AP 367	Report the following applicable to column AN:	LIFO value (of column AN - net)	9

Item 6			
AQ 348	Capital Expenditures	New and used buildings and other structures (excluding land)	9
AR 349	Capital Expenditures	New and used machinery and equipment	9
AS 350	Total Capital Expenditures	**Note: (New and used during the year) Software automatically sums columns AQ and AR.**	9
Item 7			
AT 321	Cost of Materials	Cost of materials, parts, containers, etc. used.	9
AU 322	Cost of Materials	Cost of products bought and resold as such (Report sales in spreadsheet for Item 9)	9
AV 323	Cost of Materials	Cost of fuels consumed for heat and power	9
AW 324	Cost of Materials	Cost of purchased electricity (comparable to the quantity as reported in column BB)	9
AX 325	Cost of Materials	Cost of contract work done for you by others on your materials	9
AY 326	Total Cost of Materials	**Note: Software automatically sums columns AT-AX.**	9
Item 8			
AZ 327	Quantity of electricity (rounded to thousands)	Purchased electricity (quantity comparable to cost as reported in column AW)	9
BA 328	Quantity of electricity (rounded to thousands)	Generated electricity (gross less generating station use)	9
BB 329	Quantity of electricity (rounded to thousands)	Electricity sold or transferred to other establishments	9
Item 10A			
BC	Operational Status	Use table of Operational Status Codes (see page 5).	1
BD	Status Date	Give date (MMDDYY) if establishment ceased operation, was sold or leased to another operator, or was acquired or leased FROM another operator.	6
BE	EIN	New/former owner or operator EIN	9
BF	Name1	Represents new/former owner name	36
BG	Name2	Represents new/former owner second line name	36
BH	Street	Represents new/former owner physical location of establishment	36

BI	City	Represents new/former owner city in which establishment is located	20
BJ	State	Represents new/former owner state code in which establishment is located. Use ALL CAPS	2
BK	ZIP	Represents new/former owner zip code in which establishment is located	9

Operational Status Codes:

Code	Description
1	In Operation
2	Idle or inactive (but still owned)
3	Closed (no new owner or operaror), dismantled, or destroyed
4	Sold or leased to another operator
5	Other

Item 9 - Product Code spreadsheet column format:

Column/ Keycode	Field Name	Description	Maximum Length
A	CFN	Unique primary key - Census File Number	10
B 581	Product Class Code	See *Add product code* in Item 9 in software for codes and descriptions. Use column B or D, but not both.	8
C 584	Value	Value of products shipped and other receipts	9
D	Write-in	Write-in a product description - Use column B or D, but not both)	40

When you have entered all the data, save the spreadsheet(s) as a tab or comma delimited text file. Note the location and name of this file.

Enter the Annual Survey of Manufactures software. Click on "Respond to Survey". Click the "Plant Manager" button, and "Import plant data from a spreadsheet". Follow the directions on the screen.